

BEST COPY

AVAILABLE

11 July 1960

MEMORANDUM FOR: Chief, Records Management Staff
FROM : Records Officer, Medical Staff
SUBJECT : Records Control Schedule

The following recommended changes in the Medical Staff's Records Control Schedule are being submitted for your approval:

1. Psychological Staff:
 - a. Staff Subject Files - Item #52
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Hold for one year, then destroy.
 - b. Psychological Test Results - Item #111
Temporary. Destroy after 20 years. Transfer each year's records to the Records Center at the end of the year.
2. Clinical Division:
 - a. Division Subject Files - Item #17
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Hold for one year, then destroy.
 - b. Master Immunization Cards - Item #59
Temporary. Destroy after 10 years. Screen file annually and retire to Records Center 5 years after date of last shot. Center will hold for 5 years and destroy.
3. Operations Division:
 - a. Medical Support Cards - Item #60
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Retain 2 years, then destroy.

Added to [redacted] about
[redacted] and [redacted] dispositions.
Destruction periods are okay,
but retention periods indicated here are not
long enough to meet destruction
plans.

R.D.
7-19-60.

SECRET